



HO WAH GENTING BERHAD

Registration Number: 199301018185 (272923-H)
Incorporated in Malaysia

**Administrative Guide for the Annual General Meeting (“AGM”)
scheduled on 30 June 2020**

Dear Shareholders of Ho Wah Genting Berhad

1. Coronavirus Disease (COVID-19) Pandemic

- a. The safety of shareholder is the Company’s priority. World Health Organisation (WHO) has on 11 March 2020 declared COVID-19 outbreak as a global pandemic.
- b. Malaysia Government’s Movement Control Order has come into effect from 18 March 2020 and also the Conditional Movement Control Order has been extended till 9 June 2020 pursuant to the Prevention and Control of Infectious Diseases Act 1988 and Police Act 1967. In addition, as reported by the Malay Mail on 3 April 2020, the Directors General of the Ministry of Health, Datuk Dr. Noor Hisham Abdullah informed that Malaysians should get used to the absence of mass gatherings in the next six months as the country continue to recoil from the COVID-19 pandemic.
- c. In view of COVID-19 outbreak, the Company has taken precautions below to ensure the safety of attendees at the AGM.
- d. We strongly discourage the attendance of outstation shareholders at the AGM and instead encourage to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the forthcoming AGM as voting is by Poll. You may also submit your proxy forms with pre-determined voting instructions for the Chairman to vote on behalf.
- e. If you would like to raise any questions in relation to the Resolutions set out in the Notice of Meeting dated 5 June 2020, you may email your questions to santha@hwgenting.com.my by 28 June 2020, 9:30 a.m. and the Company would attend to your queries soonest possible via email.
- f. As a precautionary measure to contain the spread of the COVID-19 and to accommodate the venue’s limited space, the Company reserves the right to limit the total number of physical attendees in the meeting to a small number of persons. Therefore, the entrance to the meeting venue is based on first-come-first-serve basis.

2. No Refreshment nor Door Gift

There will be no refreshment nor door gift provided for this year’s AGM.

3. Registration

Registration will start at 08:30 a.m. on Tuesday, 30 June 2020.

4. Updates on AGM Arrangement

Shareholders are also reminded to monitor the Company’s website and announcements from time to time for any changes to the AGM arrangement.